

***State of Washington  
Department of Transportation  
Legal Notice of Intent to Sole Source***

Washington State Department of Transportation (WSDOT) announces its intention to establish a sole source contract with JNR Incorporated to administer the Ride Share Incentive Program for WSDOT's Vanpool Investment Program. WSDOT will award one contract for approximately \$395,000.

In 2003, The Washington State Legislature developed a 10-year transportation plan that allocated \$30 million for vanpool expansion statewide, with \$4 million available for the 2003-2005 biennium to buy vans. WSDOT has developed a vanpool expansion program in collaboration with vanpool operators throughout the state. A comprehensive vanpool program requires investments in capital equipment as well as public awareness, operational enhancements, customer outreach, and technology innovations. The legislature recognized that providing incentives to employees and employers is a proven way to grow and maintain market share, and modified the original 2003 legislation in 2004 to allow funds to be used for incentives to increase employee vanpool use. All of those funds have been expended on capital purchase of vans. However, the Statewide Vanpool Team has been working to develop an incentive program because additional funding became available through a combination of Commute Trip Reduction (CTR) funds and Job Access and Reverse Commute (JARC) Rideshare Incentives Grant.

The Incentive Program that was developed by the Statewide Vanpool Team is modeled after other programs that have been successfully implemented in the Puget Sound Region.

WSDOT proposes contracting with JNR Incorporated to provide vanpool program participants with incentives after they have fulfilled the program requirements. JNR will provide administration, programming, processing, and reporting.

JNR offers a complete turnkey program with efficiencies on several levels - operational design, administrative cost, distribution, reporting, and evaluation. JNR has an in-depth understanding about local programs and has created an incentive program infrastructure program to, among other things, track, monitor, and report. Agencies have reported that they are very pleased with JNR's performance, attention to detail, responsiveness, and customer service. They have a proven track record with some of our partner agencies.

The legislature has charged WSDOT with expanding vanpooling statewide. WSDOT recognizes that coordinated efforts with vanpool operators will help create ridership for the new vans that the state has invested in, and has worked with the Statewide Vanpool Team since July 2003 to create the Vanpool Investment Program. The Vanpool Investment Program goal is to double vanpooling in Washington within 10 years.

Time constraints are hampering the agency's ability to deliver this statewide program. WSDOT must follow through with the commitments that have been made. In February, several new initiatives were launched to increase public awareness, provide incentives, and improve access to vanpool services. Rideshare Online, an interactive web-based ride matching service was

expanded statewide to assist customers and operators. A vanpool public awareness campaign entitled "Freewheeling: Vanpooling is your trip, your way" was launched. A new Incentive Program was developed and promoted to help attract new riders, and it was scheduled to begin following the launch of the new campaign. Therefore, it is essential to contract with JNR in order to deliver the program in a timely manner.

Challengers are required to submit a brief statement of their Intent to Challenge, and must address the following criteria as it relates to the project:

- 1 Qualifications/Expertise of Team;
- 2 Qualifications of Proposed Project Manager;
- 3 Firm's Project Management System (Prime Consultant Only);
- 4 References/past performances (Prime Consultant Only); and
- 5 Cost factors (Prime Consultant Only.)

Your submittal is limited to a total maximum number of ten (10) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be readable size font,) and with type size no smaller than 12 point. The page limitation does not apply to the transmittal letter, front and back cover, the completed Performance Evaluation forms, and the completed Submittal Information Packet form(s.) Please provide only one (1) copy of the completed Performance Evaluation forms and the completed Submittal Information Packet form(s.) These forms should be accompanied with your Letter of Transmittal and should be submitted under separate cover and not bound within your Notice of Intent to Challenge.

The "Notice of Intent to Challenge" shall meet the following requirements or will be deemed non-responsive and will not be eligible for consideration of this work:

- 1 Title of the Notice of Intent to Sole Source on the cover of the submittal and the Transmittal Letter;
- 2 Transmittal Letter;
- 3 Completed Submittal Information Packet form for the Prime Consultant and all proposed Sub-Consultants (1 set);
- 4 Completed Performance Evaluations for the Prime Consultant Only;
- 5 Responsiveness to all challenge criteria;
- 6 Meeting page limitations and font size requirements; and
- 7 Meeting submittal deadline submission date.

Your "Notice of Intent to Challenge" must be received no later than 5:00 PM, Monday, March 28, 2005, at the below address:

Mr. Michael B. Rice  
Director, Consultant Services  
Washington State Department of Transportation  
Capital View II Building, 2<sup>nd</sup> Floor  
724 Quince Street SE  
Olympia, WA 98504-7323



No submittals will be accepted after that date and time. Faxed or e-mailed submittals will not be accepted.

Any questions regarding this notice should be directed to WSDOT Consultant Services Office at 360-705-7147.

Date of publication in the Seattle Daily Journal of Commerce: Monday, March 21, 2005.

Challenge Due Date: Monday, March 28, 2005.